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covers key concepts and skills required by the successful management/program analyst. The courses are government-oriented, job-related, practical and hands-on; they are taught by instructors with many years of high-level government experience. The program provides a framework for the development of a full, well-rounded mastery of analytical skills for the complete management or program



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PREREQUISITE COURSES

(Two courses required)

BASIC STATISTICS

STAT7001D 4 DAYS 2.4 CEU

Master the basics of statistics, from frequency distribution to sampling to regression analysis, even if you have no prior knowledge of the subject.

MANAGEMENT ANALYSIS: OVERVIEW

PGMT7000D 4 DAYS 2.4 CEU

Construct a causal model using backstep analysis, strengthen your case with appropriate fact-gathering techniques, incorporate simple descriptive statistics into routine progress reports and clearly present your findings to management.

REQUIRED COURSES

(Five courses required)

MANAGEMENT ANALYSIS: DESIGNING AND CONDUCTING A STUDY

PGMT8001D 4 DAYS 2.4 CEU

This course is recommended for program and management analysts, auditors and other professionals. You learn to produce thoroughly researched, useful management studies.

DATA COLLECTION AND ANALYSIS

PGMT7001D 5 DAYS 3.0 CEU

Discover the steps involved in designing a research study and selecting a sampling procedure, tips for developing effective survey tools and instruments, and the application of statistical analysis to a data set.

▼ OR

MANAGEMENT ANALYSIS: DATA GATHERING

PGMT8000D 4 DAYS 2.4 CEU

Learn the most frequently used data collection and analysis techniques.

COST-BENEFIT ANALYSIS WORKSHOP

PGMT8100D 3 DAYS 1.8 CEU

Learn the basic principles of cost-benefit analysis, how to perform basic cost-benefit studies and how to understand complex studies.

PROJECT MANAGEMENT

PGMT7005D 4 DAYS 2.4 CEU

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles.

MANAGEMENT ANALYSIS: ADVANCED APPLICATIONS

PGMT9000D 4 DAYS 2.4 CEU

Learn to apply and synthesize information, concepts, rules and principles to reach a higher level of management analysis comprehension and performance in this hands-on workshop. This course should be taken as your last required course.

ELECTIVE COURSES

(Choose three)

FEDERAL BUDGETING FOR NON-BUDGETING PERSONNEL

BUDG7000D 3 DAYS 24 CPE

Learn how to develop an operating budget for a field-level activity or organizational unit.

▼ OR

INTRODUCTION TO FEDERAL BUDGETING

BUDG7001D 3 DAYS 24 CPE

This course introduces you to the principles and concepts you need to carry out your current budget responsibilities.

INTERPERSONAL COMMUNICATIONS

COMM7006D 2 DAYS 1.2 CEU

Learn to improve your everyday interactions with co-workers and others and work more productively in group situations.

▼ OR

TECHNICAL WRITING

WRIT8100D 3 DAYS 1.8 CEU

Master proven techniques of writing technical documents that others will understand and appreciate.

INTRODUCTION TO PROGRAM EVALUATION

PGMT7003D 5 DAYS 3.0 CEU

Discover the tools you need to evaluate the costs, benefits and effectiveness of specific programs to determine which should stay, which should go and which should receive budget adjustments.

▼ OR

MANAGEMENT'S RESPONSIBILITY FOR INTERNAL CONTROL (OMB CIRCULAR A-123)

AUDT8003G 2 DAYS 16 CPE

Learn the latest concepts and techniques to develop, evaluate and report on systems of controls that meet all federal requirements.

JUMP-STARTING HIGH-PERFORMING TEAMS: THE FUNDAMENTALS

TDEV7021D 2 DAYS 1.2 CEU

Team leaders and members learn to establish healthy group dynamics.

MANAGEMENT ANALYSIS: PLANNING

PGMT7004D 4 DAYS 2.4 CEU

Gain a fundamental understanding of the research process, the PDCA cycle (Plan, Do, Check and Act), and an introduction to planning techniques and methodologies.

OTHER RECOMMENDED COURSES

- **FEDERAL APPROPRIATIONS LAW** FINC7100D
- **BRIEFING TECHNIQUES** COMM7002D
- **CLEAR WRITING THROUGH CRITICAL THINKING** WRIT7100D

If you require information about this program, activity or facility in a language other than English (or in Braille, large print, audiotape, etc.), contact the registrar of the Graduate School, USDA at (888) 744-4723.